

Retired License Renewal Application

Board of Accountancy Washington State



Mail to:

Washington State Board of Accountancy
PO Box 43123
Olympia, WA 98504-3123

(360) 664-9191
www.cpaboard.wa.gov

Personal Information (Please Print)::

Name: _____ Retired License #: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Email Address: _____

To change your name and/or order a replacement 9"X12" wall document, complete the Name Change/Wall Document Replacement Affidavit form found on our website. **If you have changed your address, you must notify the Board in writing within 30 days (WAC 4-25-550).**

To Renew Your Retired Washington State CPA License Complete This Section:

List all states or foreign jurisdictions where you hold or have applied for a CPA certificate, permit or license (attach additional pages if necessary):

State/Foreign Jurisdiction: _____ Number: _____

State/Foreign Jurisdiction: _____ Number: _____

State/Foreign Jurisdiction: _____ Number: _____

If you are unable to sign the following certification, contact the Board at (360) 664-9191.

Certification: I certify under the penalty of perjury that the information on this form is true and correct, and that since the retirement of my Washington State CPA license, I have not used the title CPA, CPA-Inactive, CPA-Retired; and that I fully complied with the CPE requirements of WAC 4-25-830(1)(a), WAC 4-25-831 and WAC 4-25-833. I also certify under the penalty of perjury that since the retirement of my Washington State CPA license, I have **NOT** been:

- Barred from practice before any government agency (foreign or domestic);
- Subjected to a disciplinary action by another state Board of accountancy or other licensing body (foreign or domestic);
- Declared by court of competent jurisdiction, (foreign or domestic), to have committed an act of negligence, fraud, or dishonesty or other act reflecting adversely on my fitness to represent myself as a CPA; or
- Convicted of a felony.

Signature: _____

Date: _____

Renewal Fee: **\$200***

Location: _____

(City, State or Province, Country)

*Make checks payable to: Washington State Board of Accountancy, PO Box 43123, Olympia, WA 98504-3123.

All fees must be in U.S. currency and drawn on a bank with a U.S. bank affiliate listed on the face of the check or money order.

INSTRUCTIONS:

To qualify to renew your retired CPA license you must meet the CPE requirements of [WAC 4-25-830\(1\)\(a\)](#) and [WAC 4-25-831](#) and the supporting documentation requirements of [WAC 4-25-833](#). Please ensure you carefully review and comply with those requirements. [Please note: Making false or misleading responses during the application process constitutes basis for the Board to deny, suspend, or revoke a CPA license and to impose a fine plus the Board's investigative and legal costs in bringing charges.]

To apply to renew your retired CPA license you must complete and submit this form and the full renewal fee.

Please be advised, per Washington State statute, applications are not complete, and therefore cannot be processed until all information and fees are received.

Please do not submit any CPE documentation with this form. The Board performs random audits to determine compliance with the CPE requirements. Should you be selected for audit you will be required to provide supporting documentation at that time.

Prior to processing your application the Board may require additional information. **Upon approval of this application, your license status will be posted to the Board's website and your CPA license will be mailed to the last address you provided to the Board.** To monitor the status of your application, we suggest you utilize the [Licensee Search](#) function on the Board's website: <http://www.cpaboard.wa.gov/>. Normally, within 24 hours of the Board's approval of your license renewal application, your name and license status will be posted to the Board's website and accessible via the *Licensee Search*.

Licensed CPA's may use the CPA title for professional and occupational purposes or for practicing public accounting in Washington State. If you perform attest services (**compilations, reviews, audit, or other attestation services**) or use "CPA" in your firm name, you must comply with the firm license requirements of [WAC 4-25-750](#).

The Board's rules are posted on: <http://www.cpaboard.wa.gov/>. If you have questions regarding this application, please contact the Board at: 360-664-9191.

The Board of Accountancy has implemented an electronic newsletter alert process - WBOA-News. The Board recommends that you subscribe to WBOA-News at <http://listserv.wa.gov/archives/wboa-news.html> to receive prompt notice of Board meetings, anticipated and/or actual statute, rule and policy changes, etc.

Please be advised the Board of Accountancy is required to comply with the [Public Disclosure Act](#) Chapter 42.17 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information you submit to the Board, including personal information, may ultimately be subject to disclosure as a public record.